



# ***JOB OPPORTUNITY***

**CALIFORNIA STATE DEPARTMENT OF INSURANCE**

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## **ASSISTANT CHIEF COUNSEL**

**\$8,930 - \$10,043**

**ENFORCEMENT BUREAU  
SACRAMENTO**

**RESPONSIBILITIES:** Under the general direction of the Chief Counsel, the Assistant Chief Counsel will supervise the Compliance Bureau; provide legal services associated with the administration and enforcement of the California Insurance Code related to statutes and regulations; administer highly sensitive policy determinations and advise the Chief Counsel and the Insurance Commissioner regarding issues that may establish or affect department policy on matters within the bureau's area of responsibility and consult with the bureaus affected; conduct complex and sensitive administrative hearings; confer and correspond with departmental administrative staff, legislators, insurers, licensees, outside counsel and members of the public, as necessary.

### **DESIRABLE QUALIFICATIONS:**

- Ability to effectively supervise and motivate staff.
- Ability to oversee the development, implementation and administration of the department's legal activities.
- Ability to work independently with minimal supervision as well as a member of a team.
- Experience in regulating insurance or in application of insurance laws.
- Possess excellent interpersonal and communication skills.
- Ability to handle multiple assignments efficiently, including legal research, project oversight and bureau administration.

**WHO MAY APPLY:** Applications will be accepted from current State employees at the Assistant Chief Counsel, those within transfer range, or individuals who have list eligibility. Training and Development Assignments may be considered. All applications will be reviewed; however, only the most qualified candidates will be interviewed. Applicants currently on SROA lists or employed by a surplus department are encouraged to apply. ***All applicants must clearly indicate the basis of their eligibility (i.e. SROA, surplus, reemployment, reinstatement, transfer, list eligibility or Training and Development Assignment) on the State application.***

04/30/13MF

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### **DO NOT SUBMIT APPLICATIONS TO CalHR**

AN EMPLOYER OFFERING EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

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**APPLICATION PROCEDURE:** Send a completed standard State of California application to Maria Fuentes, Department of Insurance, 300 Capitol Mall, 13th Floor, Sacramento, CA 95814. **Please indicate "Assistant Chief Counsel, #413-132-5871-002 on the State application.** For additional information, please contact 916-492-3309 or email [Maria.Fuentes@insurance.ca.gov](mailto:Maria.Fuentes@insurance.ca.gov)

**FINAL FILING DATE:** Friday, May 10, 2013 – Close of business

**NOTE:** Interested individuals, including list eligibles, must submit applications in order to be considered for this position. Possession of minimum qualifications will be verified prior to interview and/or appointment. If it is determined an applicant does not meet the minimum qualifications, the application will be forwarded to CalHR for review and the applicant's name may be removed from the eligibility list. If you are applying for more than one recruitment, a separate State Application (STD 678) is required for each recruitment for which you would like to be considered.

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